

Cuyahoga Valley National Park Volunteer Program

Building a Community of Park Stewards



Conservancy for Cuyahoga Valley National Park

Internship Opportunity

Position Title:	Marketing Intern
Dates of Internship:	September to December, start and end dates flexible.
Hours:	Preferred 20 - 40 hours/week. Flexible scheduling within general office hours, 9 a.m. to 5 p.m. Monday - Friday with some evenings, holidays, and weekends required.
Location:	Conservancy for CVNP, 1403 W Hines Hill Road, Peninsula, OH 44264
Duties:	Support the organization's marketing and communications needs through a variety of assignments including: 1. website updates and maintenance; 2. social media posting, monitoring, and analytics; 3. media list research and updating; 4. compiling and organizing media hits; 5. organizing and maintaining email lists; 6. office tasks such as creating packets and coding; 7. creating simple design documents; 8. other duties as assigned.
Skills Required:	Skilled in Microsoft Office, taking direction from supervisors and working as part of a team, self-motivated. Graphic design experience desired but not necessary. Passion for photography desired but not necessary.
Requirements:	Applicants must complete a National Park Service Volunteer-in-Parks Agreement and may be subject to a background investigation. U.S. citizenship, valid driver's license, and reliable transportation required. Local candidates only.
Salary/Benefits:	No stipend is available. Student may obtain internship credit with university upon approval of academic advisor. Interns are eligible for injury compensation and tort claims the same as federal employees and are considered to be federal employees for those purposes only.
Outcomes:	Gain project management experience, day-to-day marketing management experience, and office experience.. Network with experienced professionals in communications and development.
How to Apply:	Send résumé and cover letter to apply@forcvnp.org with the position title as subject line.

